

REVISED NOVEMBER 29, 2016



Delaware Department of Transportation

**REQUEST FOR PROPOSALS
PROFESSIONAL SERVICES**



RFP Number: **1814-1815**

STORMWATER RETROFIT DESIGN

Submission Due Date/Time: **Tuesday, December, 6th 2016 at 2:00 P.M. Local Time**

Three (3) year Term with two (2) possible one (1) year extensions

Agreement Type: State

Up to two (2) Agreements may be awarded from this solicitation.

State Funding

The anticipated method of payment is cost plus fixed fee.

29 Del.C. §6981

11/29/16 REVISED RFQ - Rating Criteria Revised

PROJECT INFORMATION

This Request for Proposal (RFP) issued by the Delaware Department of Transportation is for the purpose of acquiring proposals from interested firms to provide to assist the NPDES Section with engineering design for stormwater retrofits that may include stream restoration, green technologies, or new technology BMPs.

PROFESSIONAL SERVICES REQUIRED

Services include but are not limited to the following: Engineering Studies, Concept and Final Design, and Construction Engineering.

PROJECT DESCRIPTION

Consultants will assist with retrofit planning or other environmental design work as needed to comply with NPDES regulations. Retrofits could include upgrading existing BMPs or design of new BMPs. All new or retrofitted BMPs must comply with existing Total Maximum Daily Load (TMDL) regulations at the time of design.

All projects shall be in accordance with the current AASHTO Standards, Department Manuals, Standards and Policies and TMDLs. All plans shall be generated electronically through Microstation and Inroads (latest version) or approved equal. The most current version of the Delaware Department of Transportation CADD Standards and Graphics Manual shall be followed.

The selected firm will need to:

- Show competence in selecting areas of the stormwater system that need retrofits for quality or quantity throughout the state.
- Show competence in stream restoration techniques and design.

- Show competence in knowledge and design of standard stormwater BMPs.
- Show competence in knowledge and design of green technology BMPs.
- Show competence in design and placement of new technologies.
- Be versed in Delaware/DNREC stormwater regulations.
- Be versed in DelDOT standard specifications.
- Be versed in MS4 and TMDL requirements.

Services include but are not limited to the following:

- Preparation of planning studies
- Land use and traffic studies
- Project identification and scoping
- Public involvement and coordination
- Development of conceptual designs and cost estimates suitable for priority ranking and budgeting by the Department
- Designs, reports, preparation of public meeting and/or hearing displays including project renderings and computer simulation/visualization displays
- Field reviews
- Preparation of environmental compliance documentation
- Coordination of historic and cultural resource preservation
- Topographical surveys,
- Development and preparation of construction and right-of-way plans
- Deed research
- Landscaping design
- CPM schedules
- Coordination of utility relocations
- Preparation of construction contracts including specifications and cost estimates suitable for competitive public bidding
- Construction consultation
- Review of shop drawings
- Project management services
- Other services as deemed necessary by the Department during the planning, design, and construction phases of projects developed in accordance with this Agreement

QUESTIONS

Questions are to be submitted to DOT.Profservices@state.de.us. In order to ensure a timely response, questions must be submitted at least ten (10) business days before the Proposal due date. The Department's response to questions, along with this RFP and related information, are posted on the State of Delaware Bid Solicitation Directory Website: <http://www.bids.delaware.gov/>.

PROCUREMENT SCHEDULE

Action Item	Date	Time
Deadline for Questions to ensure response:	10 business days prior to SOQ due date	2:00 P.M. Local Time
Final Response to Questions posted by:	5 business days prior to SOQ due date	---
Proposals Due by:*	Tuesday, December, 6th 2016	2:00 P.M. Local Time

NOTE: Only asterisk (*) marked date changes will be communicated (via posted Addendums).

PROPOSAL REQUIREMENTS

Interested firms must submit the material required herein or they may not be considered for the project:

1. **Proposals must be received prior to the Submission due date and time indicated above.**
Facsimile and E-mail responses to this RFP are not acceptable. No response hand-delivered or otherwise will be accepted after the above date and time. It is the responsibility of the submitter to ensure the Proposal is received on time. DelDOT's time is considered the official time for determining the cut-off for accepting submissions. To be considered for this agreement, firms must submit the Proposal as set forth herein. Any variation, including additions, may negatively impact the scoring.

Proposals are to be delivered to:

Contract Administration – RFP 1814-1815
Delaware Department of Transportation
800 Bay Road
Dover, DE 19901

Should the office be closed at the time responses are due (such as an unexpected event or inclement weather) the submission due date shall be the following business day, at the time originally scheduled.

2. **The Prime Consultant must be Registered**, or submit application for registration with DelDOT at or before the time of submission in order to be considered. For registration information, click [here](#).
3. **Submit one (1) original and five (5) hard copies** of the Proposal. Receipt of insufficient copies or non-compliance with providing the requested information in the desired format, may negatively impact the scoring.
4. **Submit two (2) pdf format electronic copies** (e.g. CD, flash drive) of the Proposal; one original and one a redacted copy. The original must be a .pdf file of the original signed proposal as submitted and should be clearly marked "Original". The redacted copy must be a .pdf file of the original signed proposal with any proprietary or confidential information redacted, and this copy should be clearly marked as "Redacted". Electronic copies are to be submitted with the printed Proposal. The electronic redacted copy is required even if the submission contains no proprietary or confidential information.

Firms should review Delaware's Freedom of Information Regulations on the DelDOT Website <http://www.deldot.gov>, and Section 10002(l) "Public record" of the Delaware Code, <http://delcode.delaware.gov/title29/c100/index.shtml> to determine what information may be considered proprietary or confidential and may be redacted from their SOQ.

5. **Architect-Engineer Qualifications; GSA SF330:**
<http://www.gsa.gov/portal/forms/download/116486>

Follow instructions for the SF330, and add the following Individual Agency Instructions:

- A. Part I Section C 11, Proposed Team;
Indicate if DBE firm and approximate percentage of contract cost they will perform.

- B. Part I Section H 30, Additional Information;
The Prime consultant must indicate the current workload with the Department.

List the following in a table format:

Agreement No.; Agreement Title; Consultant PM; Prime or Sub; Total Dollars paid to date; current number of Tasks issued; and date of contract expiration. If possible, include the estimated fees for any Delaware DOT projects for which your firm has been selected and does not have an executed agreement in place.

6. **Joint venture** submissions will not be considered.
7. **DelDOT reserves the right to reject** any and all submissions. Submissions become property of the Department and shall be retained electronically for a minimum period of three (3) years from the

date of receipt. DelDOT reserves the right to any and all ideas included in this response without incurring any obligations to the responding firms or committing to procurement of the proposed services.

8. **Required Certification Forms.** All firms responding to the RFP must complete and return the submission forms located in 'Appendix A' of this document.

No promotional materials or brochures are to be included as part of the submission.

RATING CRITERIA

#	Criteria Description:	Points	Wgt.
1	Key Staff and Project Team qualifications	5	25 15 %
2	Firm's experience pertaining to Stormwater Retrofit Design and similar projects	5	25 %
3	Technical Approach	5	25 15 %
4	Firm's resources and capability to accomplish proposed work on schedule	5	25 10 %
5	Current DelDOT Workload and firm's assigned project managers	5	10 %
6	Firm's presentation and response to questions	5	25 %
TOTAL		20 30	100%

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OVERVIEW OF SELECTION PROCESS – IDIQ

- This is an indefinite delivery/ indefinite quantity agreement utilized for the performance of services for a number of projects under task orders issued on an as-needed basis.
- This is a single phase solicitation process with the availability for discussions with four (4) of the most highly qualified firms. Based upon the listed criteria and evaluation of each firm's submitted proposal, the Selection Committee may decide if a small sample task and/or discussions will be held with the most highly qualified consultants. If discussions are held, they will serve to clarify the technical approach, qualifications, and capabilities provided in response to the RFP, after which the committee will determine the ranking of the candidate firms.
- Selection Committee members will individually score each firm's submitted proposal which determines individual ranking. The Department's ranking is the combined ranking of all Committee members. Awarded firms, in order of ranking, will have the opportunity to negotiate an agreement with the Department. If the Department cannot reach agreement with the highest ranked firm(s), the Department terminates negotiations and begins negotiations with the next highest ranked firm, and so on until an agreement is reached. The Department notifies via email the awarded firm(s) of the opportunity to enter into an agreement with the Department. This notification also includes information on the next steps for the agreement process.
- After the ranking process has been completed, applicable price information will be requested from the successful candidate firm(s), such as; salary rates for various classifications of personnel; and an indirect cost derivation for the most current accounting period.
- Payroll burden and overhead will be computed on direct salary costs only (not including overtime) at the consultant's audited rate, as per Federal Acquisition Regulations Part 31, and Department policies. Computer and CADD costs are not allowable as a direct cost to this project. Rate determination and applicability is subject to audit by the Department. Additionally, candidates should be prepared for the Department to work with your current accounting firm to provide information and backup documentation. Full and immediate cooperation is required to avoid delays in execution of an agreement. Failure to cooperate may result in breaking off of negotiations and moving to the next ranked firm.
- Shortlist and Selection Committee membership appointments are confidential. The Department's

Professional Services Procurement Manual may be viewed [here](#).

MISCELLANEOUS

The Department is not liable for any cost incurred by the consultant in the preparation or presentation of the Proposal.

Any individual, business, organization, corporation, consortium, partnership, joint venture, or any other entity including subconsultants currently debarred or suspended is ineligible to participate as a candidate for this process. Any entity ineligible to conduct business in the State of Delaware for any reason is ineligible to respond to the RFP.

The Department of Transportation will affirmatively insure individuals and businesses will not be discriminated against on the grounds of race, creed, color, sex, or national origin in consideration for an award. Minority business enterprises will be afforded full opportunity to submit bids/proposals in response to this invitation.

Department of Transportation
State of Delaware
By: Jennifer Cohan
Secretary
Dover, DE

Appendix A - REQUIRED FORMS

The following completed forms are required to be returned with each proposal:

- **Certification of Eligibility**
- **Certificate Of Non-Collusion**

CERTIFICATION OF ELIGIBILITY

Delaware Department of Transportation

Request for Proposal 1814-1815 STORMWATER RETROFIT DESIGN

Attention: Shelly K. Aliaa, Contract Administration
Delaware Department of Transportation
800 Bay Road
Dover, DE 19901

We have read the above mentioned Request for Proposal and fully understand the intent of the RFP as stated, certify that we have adequate personnel and knowledge to fulfill the requirements thereof, and agree to furnish such services in accordance with the contract documents as indicated should we be awarded the contract.

_____ hereby certifies that it is not included on the United States Comptroller General's Consolidated List of Persons or Firms Currently Debarred for Violations of Various Public Contracts Incorporating Labor Standard Provisions.

Signed: _____

Title: _____

Date: _____

Sworn and subscribed before me this _____ day of _____, 2016.

My commission expires _____.

Notary Public

CERTIFICATE OF NON-COLLUSION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- 1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement for the purpose of restricting to such prices, with any other bidder or with any competitor;
- 2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
- 3) No attempt has been made or will be made by the Bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

Company Name

Authorized Signature

Date

Sworn and subscribed before me this _____ day of _____, 2016.

My commission expires _____.

Notary Public